

PeopleAdmin Quick Reference Guide
Onboarding Tips for New Employees

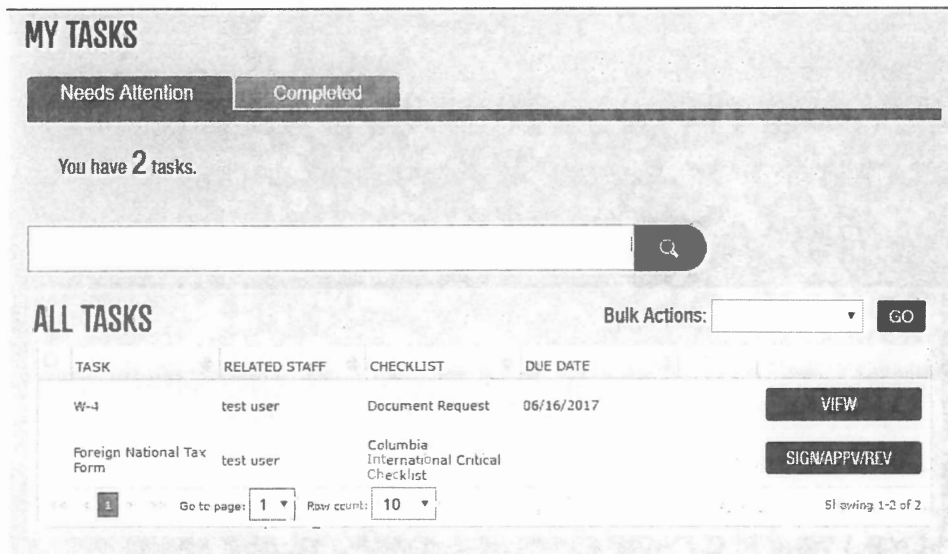
To begin onboarding, log in using the credentials provided to you in your welcome email. Click [Logging in for the first time?](#), and enter your email. The system will send you instructions for getting your password.



My Tasks

When you first log into Records, you will be taken to the My Tasks page. This is where you can view and complete any outstanding tasks you have been assigned through Records. You will notice there are two tabs on this screen.

The Needs Attention tab will indicate which tasks still require action on your part. To take action, click View or Sign/Appv/Rev to open the form. You may be asked to fill out a new form, or sign or approve a form that has been submitted to you.



Onboarding Tips for New Employees

This page also includes a Completed tab for your reference. Keep in mind that tasks may not show up on your Completed tab immediately, if they require a review or signature by other staff or your supervisor. Use the search field to quickly locate a task in your task list.




MY TASKS

Needs Attention Completed

You have Completed **17** tasks.

Search: 

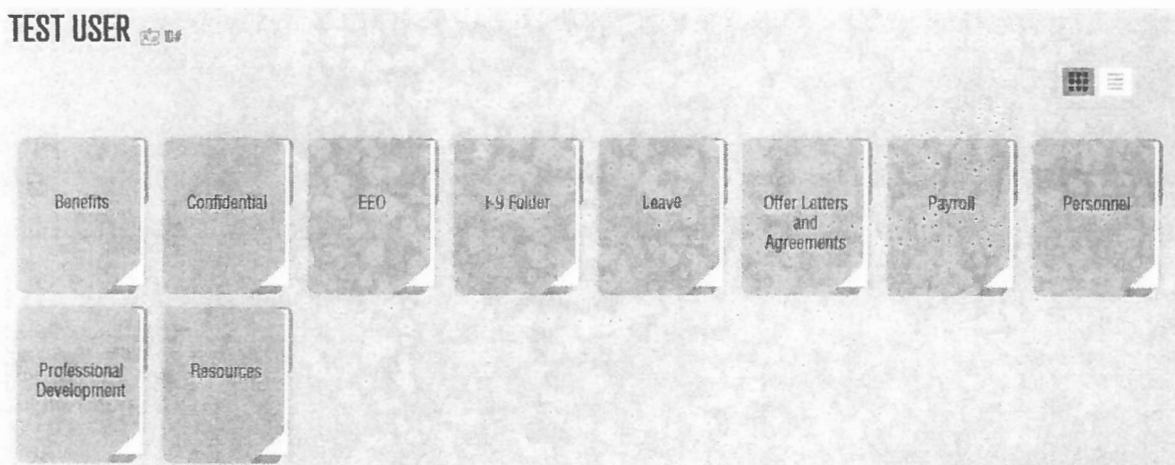
ALL TASKS

TASK	RELATED STAFF	CHECKLIST	SUBMITTED	
 I-9	test user	Columbia International Critical Checklist	06/13/2017	VIEW
 ACA Acknowledgement	test user	Columbia International Critical Checklist	06/13/2017	VIEW
 Benefits: SC Deferred Compensation Program Review	test user	Columbia International Critical Checklist	06/13/2017	VIEW

Documents in Records are sorted into Folders based on the type of document.



The illustration below shows a sample Folder structure you might see when you click on the Files button. This allows Payroll documents to be grouped together, Personnel documents to be grouped together, etc.



Onboarding Tips for New Employees

The illustration below shows what a sample Benefits Folder might include:



- If a document has been completed, you will see a piece of paper active in the Sleeve. See ACA Acknowledgement and International Health Benefits in the example above.
- If a document is currently being worked on, you will see In Workflow above the Sleeve as indicated by Benefits: State Retirement above.
- If a document has not been started or has not been assigned, the Sleeve will be blank. It is completely normal to have blank Sleeves in a Folder.

Onboarding Action Items at a Glance

As a new faculty or staff member hired through PeopleAdmin 7.0, you will receive an onboarding welcome email. This email will be sent directly to the email address you provided on your application when the critical new hire checklist was assigned.

The onboarding process includes a range of tasks from providing critical employment data, reading key policies, enrolling in state insurance and retirement benefits, and completing federal forms as listed below.

Title	Description
I-9 Form	This form must be completed on or before your effective date of hire. Once you complete Section 1, it will automatically flow to a group of designated I-9/e-verify authorized representatives for your college or division and appear as a task. Please plan to meet with your college or division to provide acceptable document(s).
Employee Information Verification	This form will collect personal data, including but not limited to SSN, date of birth, and state retiree status (that is not collected in the applicant tracking system). This form will also verify information such as address and education.
Equal Opportunity Self-Identification Forms	Information on these forms is requested due to federal and state Equal Opportunity Employment laws and reporting.



Onboarding Tips for New Employees

If a task requires your VIP ID you will not be able to complete it until you have received your VIP ID. This typically does not happen until one week or more after your hire date. You will continue to receive emails from People Admin until all of your tasks are completed. VIP ID Instructions are included at the end of this guide.

W-4 Withholding	If no response is received for federal withholdings, defaults will be set as the system indicates.
Position Description Acknowledgement, if applicable	Your position description (PD) will be signed by your supervisor and will route to you electronically. Review and sign it electronically for your file.
Technology Use Agreement	All faculty and staff must read policies related to technology access and attest to user responsibility.
Benefits: Insurance Information and Enrollment*	Review and upload the Carolina Rewards Orientation Worksheet (CROW), and other applicable health insurance enrollment forms within 30 calendar days of hire. Upon receipt, your benefits administrator will process your elections with SC PEBA. At that time, you will receive an email from SC PEBA to access MyBenefits to review and approve your state insurance elections.
Benefits: State Retirement*	Review and plan to select a state retirement plan within 30 calendar days of hire. An email from SC PEBA will be sent to you to enroll electronically.
Benefits: SC Deferred Compensation Program (SCDCP) Review	Review the South Carolina Deferred Compensation Program (SCDCP), a voluntary retirement program, and learn how to save for retirement.
ACA Acknowledgement	To comply with the Affordable Care Act (ACA), review the ACA Marketplace Notice before electronically signing this form to acknowledge receipt.
VIP Tasks	Complete emergency contact information and establish direct deposit, which is mandatory for all university employees.
UofSC Policies	Familiarize yourself with university policies.
Time and Attendance	Training Guide for iTAMs, the main time and attendance system for the university. If your department utilizes another system, it will be reviewed with you accordingly.
Parking Registration	After your hire has been processed by USC you can pick up your parking sticker and ID at Public Safety located in Pacer Downs.
Carolina Alert	USC Columbia has a campus wide alert system. Provide contact information in case there is a campus emergency.
Carolina Card	USC Columbia issues a Carolina Card for all faculty and staff employees.
University Orientation	Melissa Wilson will contact you with University Orientation information.

*These action items will only be assigned if you are eligible.

VIP Instructions are posted below. You will know you are in the system when SSC recognizes your social security number.

1. Log onto my.sc.edu.
2. Click on “Logon and Password Help” under Support on the far left.
3. Click on the action that best describes your situation.
4. Enter information on the “What is my VIP ID” page.